

**CARL D. PERKINS VOCATIONAL AND TECHNICAL EDUCATION ACT OF 1998
AND/OR STATE VOCATIONAL EDUCATION**

AMENDMENT APPLICATION FOR FISCAL YEAR 2004

CHECK ONE: ☐ Secondary ☐ Postsecondary

A. PROJECT NUMBER: 04		B. ELIGIBLE RECIPIENT:				
C. COUNTY:				D. COUNTY CODE:		
E. CONTACT PERSON:			F. TEL #:		G. FAX #:	
H. CONTACT PERSON E-MAIL ADDRESS:				I. AWARD AMOUNT: \$		
J. Reason funds will not be expended as approved (attach additional pages, if necessary):						
K. EXPENDITURE CATEGORY	L. FUNCTION & OBJECT CODE	M. APPROVED BUDGET		N. AMENDED BUDGET		O. INCREASE/ DECREASE
		Program Cost	Admin. Costs	Program Cost	Admin. Costs	
INSTRUCTION						
Personal Services - Salaries	100-100					
Purchased Professional & Tech. Services	100-300					
Other Purchased Services	100-500					
General Supplies	100-600					
Other Objects	100-800					
SUBTOTAL INSTRUCTION						
SUPPORT SERVICES						
Personal Services - Salaries	200-100					
Personal Services-Employee Benefits	200-200					
Purchased Prof. & Tech. Services	200-300					
Purchased Prof.-Ed. Services	200-320					
Purchased Property Services	200-400					
Other Purchased Services	200-500					
Travel	200-580					
Supplies and Materials	200-600					
Other Objects	200-800					
Indirect Costs	200-860					
SUBTOTAL SUPPORT SERVICES						
FAC ACQ & CONSTRUCTION SERV						
Buildings	400-720					
Instructional Equipment	400-731					
Noninstructional Equipment	400-732					
SUBTOTAL-FACILITIES ACQUISITION & CONSTRUCTION SERVICES						
Schoolwide Programs: Abbott	520-930					
Schoolwide Programs: Non-Abbott	520-932					
TOTAL PROJECT EXPENDITURES						
P. Approved by Chief School Administrator / College President/Agency Head:			Signature: _____ Date: _____			
Q. Approved by Business Administrator / Chief Financial Officer:			Signature: _____ Date: _____			
R. Board Approval Date: _____						
For NJDOE Use Only:						
Approval Recommended	OV-TCAP Signature: _____			Date: _____		
Approval Recommended	OGM Signature: _____			Date: _____		

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AMENDMENT APPLICATION FOR FISCAL YEAR 2004

INSTRUCTIONS

All Amendment Applications must be submitted by 4 p.m. on or before March 29, 2004.

This document will become **the new budget summary** and will be referred to as such in all reports.

Check appropriate line for Secondary or Postsecondary Spending Plan

A. Enter the **Perkins Project Number**. The Perkins Project Number consists of the type of grant plus the district/college/agency code plus the last two digits of the fiscal year;

Note: All secondary project numbers begin with PERK. Example: PERK 0000 – 04 .

All postsecondary project numbers begin with PSFS. Example: PSFS 0000 – 04)

B. Enter the **name** of the Eligible Recipient;

C. and D. Enter the name of the **county**; and the **county code**;

E, F, G and H. Enter the information about the **grant contact person**;

I. **Enter the allocation amount** listed on the Notification of Award received by the LEA/college/state agency;

J. Provide a brief but **specific description** why funds will not be expended as approved. Use additional pages if necessary;

K. and L. Enter all **budget figures** by appropriate **Expenditure Categories** and **Function and Object Codes**;

M. Enter **all** figures by Function and Object Code **from the originally approved budget or from the most recently approved amendment application**. All budget figures must be entered **even if no change** will be recorded. Complete all subtotal and total lines;

N. **Enter the amended budget request** amount(s) by Function and Object Code(s) **reflecting all changes** made by the eligible recipient. Complete all subtotal and total lines;

O. Enter the **amount of the increase or decrease** of funds for each Function and Object Code. After all increases and decreases are totaled, this should equal **zero (0)** at the bottom of the column.

P. **Signature** of CSO/College President/Agency Head and date of signature;

Q. **Signature** of Board Secretary/Chief Financial Officer and date of signature; and

R. **Date of board approval** for submission of amendment application. Proof of board approval must be received by the NJDOE prior to June 30 of the current fiscal year, or the amendment will be disallowed.

Budget Detail forms:

(Required for budget changes) Using the Budget Detail forms from the eligible recipient's most recently approved spending plan (including any previous amendments), revise the Budget Detail form(s) and/or submit new forms to accurately reflect the proposed budget amendments. Submit the revised Budget Detail forms as part of the Amendment Application. The revised Budget Detail forms should reflect all cumulative changes that have been made to the budget. Amended budget detail forms must be signed by the chief financial officer.

Send the original and one copy of the completed amendment application to:

Marie Barry, Acting Director
New Jersey Department of Education
Office of Vocational – Technical, Career and Adult Programs
P.O. Box 500
Trenton, NJ 08625-0500

The amendment application must be received by the NJDOE on or before March 29, 2004, at 4 p.m.

No Amendment Applications will be accepted after 4 p.m. on this date.